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DD/A Registry

File

Briefing Material for [REDACTED]

John F. Blake  
Deputy Director for Administration  
7D 24 Hqs

5454

DDA 78-4748

26 December 1978

Deputy Director of  
Central Intelligence  
7D 6011 Hqs

Frank:

Attached represents a  
guide that I will use in my  
initial briefings of [REDACTED]

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John F. Blake

Att

Distribution:

Orig RS - DDCI

1 - ER

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1 - DDA Chrono

1 - JFB Chrono

DDA:JFBlake:kmg (26 Dec 78)

1. REFERENCE MATERIAL:

a. The major management and supervisory responsibilities for the Directorate of Administration are well described in the booklet entitled "Directorate of Administration--Organization & Functions." (Tab A)(U)

b. The personnel and funding levels for FY 1978, FY 1979, and that requested for FY 1980 are found in the booklet entitled "Directorate of Administration--FY 1980 Congressional Budget--December 1978." (Tab B)(U)

c. A chart of organization of the Directorate as well as a chart of the organization of the Directorate staffs is found at Tab C. (U)

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d. The dispersion of our Security, Personnel, Communications, and Logistics offices [REDACTED] is found at Tab D. (S)

e. The Directorate Personnel Management Handbook is at Tab E. (U)

2. RESPONSIBILITIES OF THE DEPUTY DIRECTOR FOR ADMINISTRATION:

There are certain matters for which the Deputy Director for Administration is personally responsible. They include:

a. Chairmanship of the Information Review Committee. This Committee is the senior Agency policy board on FOIA and Privacy Act matters and, additionally, sits in judgment on appeals made after initial FOIA turndowns. (U)

c. Overseeing the continuing liquidation process of Air America and its associated corporate entities. (S)

3. INTRA-DIRECTORATE COMMUNICATIONS

- a. DDA meets at 8:15 a.m. each day with the ADDA, the Executive Officer, and the Assistant for Information. (U)
- b. The DDA meets Monday, Wednesday and Friday of each week at 8:30 a.m. with his 8 Office Directors and senior staff members. (U)
- c. There is a scheduled individual meeting once a month between the DDA and each individual Office Head. ADDA also attends these sessions. (U)
- d. A general staff meeting is held the last Friday of each month between the DDA, the Office Heads, the Deputy Office Heads and senior staff members. (U)
- e. There is a bi-monthly meeting with each Office Head and selected assistants to review activity in connection with our Management by Objective program. (U)
- f. There is a quarterly Directorate house organ entitled "DDA Exchange." (U)
- g. Each Office submits on Thursday of each week a "Weekly Activities Report." (U)

4. INTRA-AGENCY COMMUNICATIONS

- a. The DCI conducts a 9:00 a.m. staff meeting on Monday, Wednesday and Friday of each week attended by all Deputy Directors, General Counsel, the Legislative Counsel, the Inspector General, the Comptroller, Public Affairs Officer, and a few selected assistants. The meeting time on Mondays is quite variable. (U)
- b. The four Agency Deputy Directors, the Comptroller, and the General Counsel are members of the Executive Advisory Group. This group is chaired by the DDCI and meets upon his call. The Comptroller's office provides the staff backup. There are no regularly scheduled meetings for the DDA with either the DCI or DDCI. (U)

5. COMMUNITY RESPONSIBILITIES

a. The DDA is responsible for the work of the Community Security Committee which reports to the DCI through the National Foreign Intelligence Board. (U)

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6. CURRENT SIGNIFICANT ACTIVITIES

a. Consultant review of Agency personnel management policies. (U)

b. Development of more stringent security regulations. (U)

c. Proposal to study consolidation, in whole or in part, of the Office of Security/DDA, the Counterintelligence Staff, and Central Cover Staff of the DDO. (U)

d. More centralization of ADP authority in the Agency. (U)

e. Significance of reduced personnel ceilings for FY 1980. (U)

f. Participation in Agency senior rotational program. (U)

g. Participation in Agency goals management program. (U)

h. Review of management training conducted by Office of Training by external consultant. (U)

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j. Meeting established goals for Career Trainees for DDO. (U)

k. Needed additional space in metropolitan area. (U)

l. Possibility of DIA sharing location with CIA at Langley. (U)

m. Posture of Agency and Directorate EEO Programs. (U)

- n. Extend liaison contacts. (U)
- o. Speaking commitments. (U)
- p. Discussion on Agency and Directorate morale. (U)

Classification derivatives:

Paragraph 1.d.: A9c5.1.B. Review on 26 Dec 98  
Paragraphs 2.b., 5.b., 6.i.: A9c2.1. Review on 26 Dec 98  
Paragraphs 2.c. and 2.d.: A9c2.9. Review on 26 Dec 84